



## Administrative Progress Report (APR) September 2008

**To: POST Commissioners and Advisory Committee Members**

**From: PAUL A. CAPPITELLI**  
**Executive Director**

The Administrative Progress Report (APR) is a monthly status report that informs POST Commissioners and the California law enforcement community of recent progress on POST projects and instructional programs under development, and other information of importance to our mission to continually enhance the professionalism of California law enforcement.

### **POST CONVENES STAKEHOLDER MEETINGS ON SELECTION STANDARDS FOR RESTORED/REINSTATED PEACE OFFICERS**

At the July meeting, the Commission directed staff to explore options regarding the enactment of regulations applicable to the re-evaluation of officers terminated as a result of a disciplinary action and who are subsequently directed to be returned to work through a local administrative process (civil service board, binding arbitration, administrative law hearing process) or through litigation in state or federal court.

Two one-day meetings were held on September 24-25, 2008, in Los Angeles and Costa Mesa. Participants represented a variety of law enforcement associations and organizations including labor, management, attorneys, physicians, psychologists, and background investigators. In advance of the meetings, participants received several staff-generated “starter” options for consideration. These initial options were considered and at least one new alternative was generated during the second meeting.

The third stakeholder meeting will occur on October 8 in Sacramento at POST. The proceedings of all three meetings will be summarized and reported to the POST Advisory Committee for discussion at the meeting on October 22, 2008, in Burbank.

Questions about the stakeholder meetings may be directed to Supervising Personnel Selection Consultant Shelley Spilberg, Ph.D., Standards and Evaluation Services Bureau, at (916) 227-4824 or [Shelley.Spilberg@post.ca.gov](mailto:Shelley.Spilberg@post.ca.gov).

### **EDI COURSE ROSTERS NOW AVAILABLE**

Starting October 1, 2008, all course presenters are able to view, submit, and update course rosters electronically through the Electronic Data Interchange (EDI) system. Since June 2008, the EDI course roster application has been pilot-tested by 12 volunteer presenters and POST staff in the Information Services Bureau. The pilot proved successful and feedback received from the pilot presenters has been incorporated into the application.

Course presenters will have the option to start a course roster worksheet to generate a signup list before the class is presented. After the class is finished, the course roster will be completed and submitted to POST. The training course will be recorded on the peace officer profile within 24 hours. This will eliminate the delay in updating training profiles caused by manual entry requirements in the current paper-driven system. Completed course rosters submitted to POST can also be retrieved for modifications.

Questions about EDI Course Rosters may be directed to the POST Area Manager in the Training Delivery and Compliance Services Bureau at (916) 227-4862, or to Senior Information Systems Analyst John Barry, Computer Services Bureau, at (916) 227-3905 or [John.Barry@post.ca.gov](mailto:John.Barry@post.ca.gov).

## **20,000-USER MILESTONE ATTAINED ON THE LEARNING PORTAL**

POST has reached a new milestone with 20,000 registered users of the Learning Portal. Users are accessing five different online courses and over 70 different resources, including “Case Law Today,” audio files, PowerPoint presentations, and various high-profile reports (e.g., “LEOKA” and “Exemplary Peace Officer”). Over 19,000 course completions have been recorded, representing over 76,000 hours of CPT credit automatically registered at POST.

Most of the online courses help agencies meet training mandates. “Communication: Keeping Your Edge” satisfies a portion of the requirement for perishable skills training. The First Aid/CPR course meets EMSA requirements. Instructor development courses meet the requirement for refresher training for academy instructors. Courses under development address topics such as search warrants, environmental crimes, and identity theft.

Questions about the Learning Portal may be directed to Supervisor Jan Myyra, Learning Technology Resource Center, at (916) 227-4550 or [Jan.Myyra@post.ca.gov](mailto:Jan.Myyra@post.ca.gov).

## **ALAMEDA COUNTY HOSTS URBAN SHIELD**

Alameda County Sheriff’s Department hosted the annual Urban Shield Tactical Training Exercise on September 12-15, 2008. Support for this event was provided by the Bay Area Super Urban Area Security Initiative (SUASI) and the BAE Corporation. Twenty-five teams from across the country competed in 24, round-the-clock competitive tactical scenarios over a period of four consecutive days and nights, and utilized the latest in advanced technologies. Scenarios included air, land, and sea environments and tested the full capacities of the teams, as well as the command structure at the Emergency Operations Centers.

The event planning and execution involved approximately 2,000 law enforcement personnel in an exercise in region-wide, all-hazards/counterterrorism preparedness and response which incorporated the National Incident Management System. The team from Los Angeles Sheriff’s Department took top honors in this year’s competition.

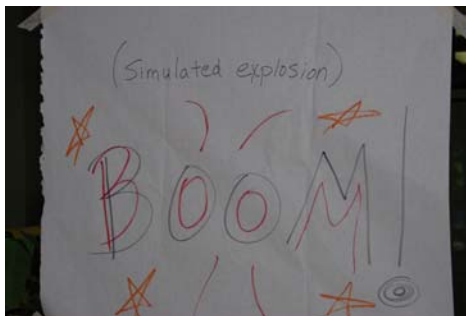
Questions about the Alameda County Urban Shield Training Exercise may be directed to Senior Consultant Don Lane, Training Delivery and Compliance Services Bureau, at (916) 227-3918 or [Donald.Lane@post.ca.gov](mailto:Donald.Lane@post.ca.gov).

## SAFETY TRAINING UPDATED

By July 31, 2008, 59 POST staff had attended AED/CPR/First Aid training and were instructed how to use four Automated External Defibrillators (AEDs) that have been installed at POST. Another nine staff members will be trained shortly.

In addition to AED/CPR/First Aid training, the POST Safety Committee has been updating the Emergency Evacuation Plan and training staff on how to respond in the event of a fire or other emergency at POST. All POST employees are expected to review and sign off on the Evacuation Plan.

The Evacuation Committee, a subcommittee of the Safety Committee, planned and executed a surprise evacuation drill, complete with a mock explosion and staged casualties, on Tuesday, September 23.

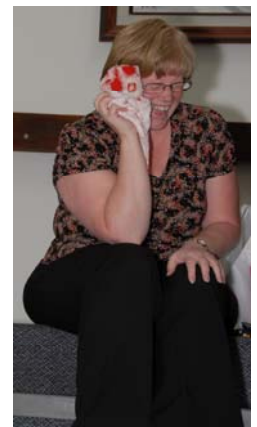


SIMULATED EXPLOSION

At the completion of the drill, staff met in the training rooms to debrief. Overall, the drill was very successful and staff employed the training they received.



SIMULATED FIRE



KATHY HOBSON

At the debriefing, some operational and organizational deficiencies surfaced. The Safety Committee will address these issues before the next drill.



ROBERT ZIGLAR AND DARIA ROWERT DEBRIEF EMPLOYEES

POST's Safety Committee is to be commended for revising the Emergency Evacuation Plan, organizing this surprise drill, and for conducting an effective and informative debriefing. This was a very positive experience for the organization and should put staff in a better position to deal with a real emergency evacuation should the need ever arise.

## **DEVELOPMENT OF SEARCH WARRANT WRITING TOOL BEGINS**

Development of the search warrant writing tool began in September with the convening of subject matter experts (SMEs). The SMEs represented local law enforcement agencies, district attorney's offices from three counties, the Department of Justice, and the California District Attorney's Association. The participants identified several features for the tool:

- Search warrant content on various crimes, in various kinds of locations.
- Ability to develop customized search warrant content specific to their affidavit/warrant.
- Ability to use Word Perfect and MS Word.
- Easy maintenance.
- Access to legal updates.
- Audit capability to ensure that rules are followed, formatting is correct, and proper fact patterns are used.

The intent of the tool is to improve officers' effectiveness in developing search warrants. The tool is expected to be available through the POST Learning Portal in spring 2009.

Questions about the search warrant writing tool may be directed to Senior Instructional Designer Sven Blomberg, Training Program Services Bureau, at (916) 227-4547 or [Sven.Blomberg@post.ca.gov](mailto:Sven.Blomberg@post.ca.gov), or to Senior Instructional Systems Engineer Rich Dunn, Training Program Services Bureau, at (916) 227-4262 or [Richard.Dunn@post.ca.gov](mailto:Richard.Dunn@post.ca.gov).

## **POST STAFF ATTENDS FUNERAL SERVICES FOR MARTINEZ POLICE DEPARTMENT SERGEANT KILLED IN THE LINE OF DUTY**

Patriot Day, September 11, 2008, saw the gathering of over 3,000 people at the Concord Pavilion to pay last respects to Sergeant Paul Starzyk, age 47, of the Martinez Police Department. Sergeant Starzyk was killed on September 6, 2008, while responding to a domestic disturbance, dying while defending the lives of five innocent people. He was esteemed as a leader and FTO by his coworkers.

Sergeant Starzyk is survived by his wife, Shannon, and three young children. He was posthumously awarded the Medal of Valor by the Martinez Police Department. Sergeant Starzyk was accorded a full honors memorial service which was attended by Governor Arnold Schwarzenegger and Attorney General Jerry Brown. Senior Consultant Don Lane attended the service on behalf of POST.

Questions about the funeral may be directed to Senior Consultant Don Lane, Training Delivery and Compliance Services Bureau, at (916) 227-3918 or [Donald.Lane@post.ca.gov](mailto:Donald.Lane@post.ca.gov).

## **POST PARTICIPATES IN ENVIRONMENTAL ENFORCEMENT TRAINING COORDINATION MEETING**

In September, POST staff facilitated an environmental enforcement training coordination meeting in Sacramento. The goal of the meeting, conducted under the auspices of the Cal/EPA, was to continue efforts to coordinate environmental enforcement training in California.

The assemblage of trainers from throughout the state collaborated on how to proceed with the high-level objectives identified in a recent meeting and discussed what resources would be needed to meet these objectives. The trainers will meet again in December to discuss progress on objectives and the trainers' roles in guiding development of standards and consistency in environmental enforcement training in California.

The near-term activities for environmental enforcement training coordination are:

- Assemble links to all available online environmental enforcement training schedules and post on the Cal/EPA Website.
- Review the current environmental enforcement training and identify basic, intermediate, and advanced levels.

POST receives grant funding from Cal/EPA annually to create training on environmental crimes. The training emphasis is on understanding environmental laws, detecting violations, and taking appropriate steps when violations are discovered.

Questions about environmental enforcement training and its coordination may be directed to Special Consultant April Crume, Training Program Services Bureau, at (916) 227-0473 or [April.Crume@post.ca.gov](mailto:April.Crume@post.ca.gov).

## POST EMPLOYEE HIGHLIGHTS

### Featured Employee – Darla Engler



Darla was born to an Air Force family in San Bernardino, CA. In 1968, her father was transferred to Sacramento. She has been a Sacramento resident ever since.

Darla Engler joined POST in July of 2007 to serve as Personnel Officer. She brought 21 years of state experience in Personnel and Labor Relations, having served also at the State Teacher Retirement System, California Department of Forestry, and the Student Aid Commission. Darla loves working in Personnel – especially in a small department – since it gives her the opportunity to help people.

Always energetic, Darla works hard to provide the workplace balance that helps employees be as productive as possible.

Shortly after arriving, Darla also took responsibility for the Business Services functions at POST. Darla is a high energy/high output worker, dedicated to delivering excellent customer service. She loves people and loves providing the help and services they need.

When not at work, Darla spends time with her two grown sons of whom she is very proud, a perfectly adorable 2-year old granddaughter, three dogs (all rescued from shelters), and a turtle (also rescued from a dubious fate). Darla's experience, sound work ethic, and engaging personality make her a valuable asset to POST.



### **Introducing New POST Employee – Charles Evans**

On September 2, 2008, Charles Evans began work as a Senior Law Enforcement Consultant II in the Center for Leadership Development. He will be the administrator of the Sherman Block Supervisory Leadership Institute (SBSLI).



Prior to becoming a law enforcement officer he attended Pepperdine University where he earned a BA degree in Social-Psychology and a Masters in Public Administration. Following graduation he served as a Consumer Consultant with the Los Angeles County Superintendent of Schools Office.

In 1979, Charles graduated from the Los Angeles Police Department academy. He subsequently promoted through the ranks to the position of Lieutenant II. Charles' 30 years of law enforcement experience includes assignments in patrol, vice, narcotics, detectives, and internal affairs.

For many years, Charles also served as a Department Chaplain and Wellness Coordinator. Charles' last assignment was as the Officer-In-Charge, Instructional System Section, Training Division.

For the past 13 years, Charles has been a facilitator/instructor for both the SBSLI and the West Point Leadership Institute. Charles is dedicated to life-long learning and human potential skill development.

Charles can be reached at (916) 227-2824 or [Charles.Evans@post.ca.gov](mailto:Charles.Evans@post.ca.gov).

### **Introducing New POST Employee – Stephanie Scofield**



On September 2, 2008, Stephanie Scofield began work as a Law Enforcement Consultant I assigned to the Management Counseling Services Bureau. Stephanie has been in law enforcement for 14 years in California. She began her career with the Orange County Sheriff's Department before transferring to the Pleasanton Police Department in 1996. Stephanie held a variety of assignments within the police department and concluded as the Administrative Sergeant. In that capacity, she was the training and personnel manager and oversaw the budget and grant expenditures.

Stephanie has a Bachelor's degree in Criminal Justice from CSU-Fullerton. She is currently a member of the California Peace Officers Association, International Association of Women in Policing and the American Business Women's Association.

Stephanie can be reached at (916) 227-2825 or [Stephanie.Scofield@post.ca.gov](mailto:Stephanie.Scofield@post.ca.gov).

### **DISTRIBUTION OF THE DISPATCHER EXAM RESUMES**

As a result of the State's budget impasse, Cooperative Personnel Services (CPS)—the vendor that prints and distributes POST's Entry-Level Dispatcher Selection Test Battery (PELDSTB)—stopped work under this contract in August. To prevent an interruption in services to the law enforcement agencies, POST staff acquired all copies of the PELDSTB and assumed the shipping process.

Agencies requesting the PELDSTB assisted in this effort by conservatively estimating the number of PELDSTB booklets needed when placing test orders, and also helped with shipping costs. Through these collaborative measures a disruption in PELDSTB services was prevented until the new contract with CPS was approved. CPS has now resumed its role in providing material to the field.

Questions about the POST's Entry-Level Dispatcher Selection Test Battery may be directed to Test Validation and Development Specialist Tammura Brown, Standards and Evaluation Services Bureau, at (916) 227-2810 or [Tammura.Brown@post.ca.gov](mailto:Tammura.Brown@post.ca.gov).

## **PEACE OFFICER CANDIDATE INFORMATION ON THE POST WEBSITE**

In support of Strategic Plan Objective A.7.06, which calls for the development of a "candidate pre-assessment package," POST has created a section on the website specifically designed for peace officer candidates. Previously, candidates had to search through a variety of POST webpages to find information on peace officer eligibility requirements, the hiring process, and basic training. The recently released [Peace Officer Candidate Information](#) section of the website provides all of this information, as well as related links. Candidates can use this information to help "assess" their readiness and prepare for a career as a California peace officer.

Questions about the Peace Officer Candidate Information section on the POST Website may be directed to Associate Governmental Program Analyst Melani Singley, Standards and Evaluation Services Bureau, at (916) 227-4258 or [Melani.Singley@post.ca.gov](mailto:Melani.Singley@post.ca.gov).

## **READINESS PAID OFF AS THE BUDGET PASSED**

After the long wait for the Budget to be passed, POST's Accounting staff was ready and did an excellent job disbursing revolving fund checks to reimburse staff travel expenses. Rebecca Irizarry and Theresa Keller processed the Travel Expense Claims, Michelle Neal assembled the checks, and Darla Engler signed the checks. On the day following the signing of the Budget, over 89 travel claims were processed and \$51,000 was paid out to employees, Commissioners, and Advisory Committee members who had waited since July 1 to be reimbursed.

The Reimbursements Unit had been working to have everything ready. With the Chaptered Budget, Reimbursements was able to pay \$4.8 million in Training Reimbursement Requests and Letters of Agreement. POST staff and POST's client agencies can appreciate the readiness that made it possible to get checks out to staff and to initiate the payment process for agencies.

Questions about the payment of POST expenses may be directed to Bureau Chief Tom Liddicoat, Administrative Services Bureau, at (916) 227-3928 or [Tom.Liddicoat@post.ca.gov](mailto:Tom.Liddicoat@post.ca.gov).

## CALENDAR OF EVENTS ON THE POST WEBSITE

For security reasons, the POST Calendar of Events is located in the Flagship Network on the POST Website. The Flagship Network is an electronic bulletin board for the Commission and sworn law enforcement personnel accessed through a user identification and password.

Information about obtaining access is located at [http://www.post.ca.gov/library/p\\_ch/flagship\\_bb.asp](http://www.post.ca.gov/library/p_ch/flagship_bb.asp). If you have access to the network but have forgotten your user identification or password, please send an email to [clearinghouse@post.ca.gov](mailto:clearinghouse@post.ca.gov).

## LEGISLATIVE UPDATE - STATUS OF CURRENT LEGISLATION

The following are bills in Legislative Session 2007/08 on which the Commission has taken, or will consider taking, a position.

Bill # and Author	Title, Summary and Commission Position	Status of Bill
<a href="#"><u>AB 2028</u></a> (Solorio)	<b>Fair employment: Peace Officers: Background Investigation:</b> This bill would, notwithstanding existing law, allow a required background investigation into good moral character, including investigation into non-medical and non-psychological information, to be performed after a conditional offer of employment to be a peace officer to the extent not prohibited by federal law. <b>Commission Position:</b> Support	<b>Signed by the Governor</b> <b>9/27/08</b>
<a href="#"><u>SB 1241</u></a> (Margett)	<b>Public Safety:</b> Existing law requires peace officers to meet certain minimum standards, including being a high school graduate, passing the General Education Development Test, or having attained a 2-year or 4-year degree from an accredited college or university. This bill expands the category of organizations and the agencies that are authorized to accredit schools for purposes of those provisions. <b>Commission Position:</b> No Position	<b>Chaptered</b> <b>9/30/08</b>
<a href="#"><u>SB 1531</u></a> (Correa)	<b>Peace Officer Training: Autistic Persons:</b> This bill would specify that the Commission on POST develop a course on Autism Spectrum Disorder in consultation with designated entities, and distribute, as necessary, a training bulletin via the Internet to specified law enforcement agencies. <b>Commission Position:</b> Support	<b>Signed by the Governor</b> <b>9/27/08</b>



Bill # and Author	Title, Summary and Commission Position	Status of Bill
<a href="#"><u>SB 1770</u></a> (Padilla)	<b>Anti-Reproductive-Rights Crimes:</b> This bill would require the Commission on POST to prepare guidelines establishing standard procedures that may be followed by law enforcement agencies in the investigation and reporting of cases involving anti-reproductive-rights crimes and require the Commission to distribute, as necessary, training bulletins, via the Internet, to law enforcement agencies that participate in the anti-reproductive-rights training. <b>Commission Position:</b> Support	<b>Chaptered 8/4/08</b>

REPORT DATE: September 30, 2008